

Missouri Department of Transportation
David B. Nichols, Director

573.751.2551
Fax: 573.751.6555
1.888.ASK MODOT (275.6636)

[DATE]

[OWNER NAME]
[OWNER ADDRESS]
[OWNER CITY], [OWNER STATE] [OWNER ZIP]

RE: Permit [PERMIT NUMBER]
[COUNTY] County, [ROUTE]

Dear [OWNER CONTACT]:

The outdoor advertising sign referenced by permit [PERMIT NUMBER] is classified as nonconforming. Below is a photograph of the sign for your reference. A sign is classified as nonconforming when it fails to comply with current outdoor advertising rules and regulations. Permit holders should contact their Outdoor Advertising Permit Specialist prior to making any changes to a sign.

Reasonable maintenance and repair of a nonconforming sign is permissible; however, a nonconforming sign cannot be relocated, rebuilt or enlarged from the size it was on the day it became nonconforming pursuant to 7 CSR 10-6.060. Additionally, you may not add lights, raise or lower the height of the sign, change the mode of advertising to trivision, digital or other changeable message sign, or add to the stabilization of a nonconforming sign. Repair of any deteriorated or damaged nonconforming sign after the date the sign becomes nonconforming is prohibited. A deteriorated or damaged nonconforming sign is a sign upon which more than fifty percent (50%) of the support pole(s) have been damaged or replaced within a twelve (12) month period.

For additional information regarding outdoor advertising rules and regulations, please log onto http://www.modot.org/business/Outdoor_Advertising. If you have any questions, please contact me at [PHONE NUMBER].

Sincerely,

[PERMIT SPECIALIST]
[PERMIT SPECIALIST TITLE]

[PHOTO]

